

GRADUATE
BULLETIN



GRADUATE PROGRAM
IN
BUSINESS EDUCATION
AND
ELEMENTARY EDUCATION

BLOOMSBURG STATE COLLEGE

BLOOMSBURG, PENNSYLVANIA

GRADUATE BULLETIN

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BLOOMSBURG STATE COLLEGE

BLOOMSBURG, PENNSYLVANIA

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Accredited by
Pennsylvania State Council of Education
Middle States Association of Colleges and Secondary Schools

Entered as Second Class Matter at the Post Office at
Bloomsburg, Pennsylvania, under the Act of August 24, 1912.



NEW NORTH HALL

A modern dormitory available to graduate men during the Summer Term



COLLEGE COMMONS

A recently constructed dining hall with service available for graduate students

The College

LOCATION

Situated on a hill overlooking the beautiful Susquehanna River, the Bloomsburg State College campus of more than sixty acres is within the town limits of Bloomsburg. This thriving community, with a population in excess of 10,000, is located 75 miles northeast of Harrisburg on U. S. Route 11. Regularly scheduled public transportation is available to surrounding cities and towns with express bus service to Philadelphia, 125 miles southeast, New York City, 155 miles east, and Washington, D. C., 185 miles south.

HISTORY

The Bloomsburg State College has passed through many stages since the founding of the Bloomsburg Academy in 1839. The Academy became the Bloomsburg Literary Institute in 1856 and by 1869 was designated as the Bloomsburg Literary Institute and State Normal School. In 1927 the Bloomsburg State Normal School, a name acquired in 1916, became the Bloomsburg State Teachers College. With the change in

name, the long established program for the training of elementary teachers was enlarged to include a four-year degree curriculum. A business teacher-training program was introduced in 1930 as a part of the expansion of curricular offerings for secondary school teachers. By 1950 the College was fully accredited by the Middle States Association of Colleges and Secondary Schools, an accreditation which was reaffirmed in 1960 and extended to include a program of graduate studies. This same year the College reached another historic milestone in its life as it became the Bloomsburg State College.

CAMPUS

The Bloomsburg State College Campus consists of more than sixty acres of which forty acres form the campus proper. During recent years several new buildings have been constructed on the campus with many more in various planning stages. Classroom buildings now available will accommodate an undergraduate student body of approximately 2,000 during the 1961-62 academic year with future expansion of both the undergraduate and graduate enrollment planned. A "Comprehensive Campus Plan for Future Expansion" was approved in 1957 but the ever increasing demand for a college education by graduates of Pennsylvania high schools has made necessary extensive revision of this plan.

Dormitories, a new college commons, and several recreational areas within campus buildings are provided for both undergraduate and graduate students. Of particular interest to the graduate student in business education is the newly constructed Sutliff Hall with its modern classrooms and up-to-date equipment. The graduate student pursuing a program in elementary education will find that the Benjamin Franklin Laboratory School provides the environment and facilities for observation, study, and experimentation which can be found only at the college with a campus school.

LIBRARY

The College Library, recently moved to specially designed and extensively remodeled quarters in Waller Hall, provides up-to-date facilities and open stacks for the graduate student. Professional librarians including a reference librarian are available to assist graduate students in their research activities.

The ever-increasing collection of books and bound periodicals now totals nearly 45,000 volumes and is supplemented by an extensive picture and pamphlet file. Included in the collection is a juvenile library of 6,000 volumes located in the Benjamin Franklin Laboratory School. Library holdings related to business education and elementary education are being constantly supplemented by the acquisition of newly published books as well as books published in the past which would be of value to the student engaged in research. The Bloomsburg Public Library with its 25,000 volumes available to students of the College provides the graduate student with a total of nearly 70,000 volumes for use in advanced study and research.

In addition to books and periodicals, graduate students will have access to 12 newspapers and more than 350 current periodicals. A microfilm reader and a microfilm card reader with microfilm of selected newspapers and periodicals will be available. Inter-library loan service will provide the graduate student with an opportunity to secure selected books and microfilm not included in the holdings of the College Library.

LIVING ACCOMMODATIONS

Housing for Bloomsburg State College students is available in New North Hall, a men's dormitory, and Waller Hall, a women's dormitory. Meals are served in the pleasant atmosphere of the new College Commons. These facilities are available to graduate students during the summer term at a reasonable cost. Requests for information concerning available dormitory accommodations and the cost of room and meals may be secured by writing the Dean of Students.

THE COLLEGE LIBRARY

For the graduate student, a modern library with a carefully selected and sizeable collection of books and periodicals.



Graduate Studies Program

On June 9, 1960, the State Council of Education of the Commonwealth of Pennsylvania authorized the Bloomsburg State College to inaugurate a program of graduate studies and to confer the Master of Education degree. Graduate courses for students desiring to secure the Master of Education degree in Business Education and the Master of Education degree in Elementary Education will be first offered by the College during the 1961 Summer Term. The program will be under the direction of the Division of Graduate Studies operating within the framework of policies and curriculums developed and approved by the Graduate Council of the College.

PURPOSE AND OBJECTIVES

The need for professional education for teachers extending beyond the undergraduate level has long been recognized by educational leaders throughout the United States. In recent years the Pennsylvania State Council of Education has taken positive action to improve instruction in public schools by upgrading certification requirements for teachers. This action indicates a clear recognition by the State Council of the need for training beyond the Bachelor's degree. Mandated salary schedules which provide salary differentials for holders of Master's degrees in the form of higher maximum salaries give additional recognition of the value of graduate study.

The program of graduate studies at Bloomsburg State College will have as its primary purpose the increasing of the competency of elementary school teachers and of teachers of business subjects in Pennsylvania. To achieve this purpose, the following specific objectives, as they relate to the individual student, have been developed.

1. To provide an opportunity for developing a better understanding of the culture of our society — a society in which the teacher is expected to assume an increasingly important role.
2. To encourage independent thought and initiative and develop problem-solving ability.
3. To provide an incentive for continuing professional growth.
4. To develop a basic understanding of research methods and techniques so that reports of research in the field of education may be correctly interpreted and evaluated.
5. To develop a more comprehensive understanding of the teaching and learning processes.
6. To provide opportunity for advanced study in a selected field of specialization.

SCHEDULING OF CLASSES

All graduate classes will be scheduled during late afternoons, evenings, and/or Saturdays during the regular academic year. The calendar and daily time schedule for graduate courses offered during the summer term will be similar to the calendar and daily time schedule for undergraduate courses. Graduate students will be able to pursue a full-time graduate study program during the summer. In-service teachers will be able to complete the requirements for the Master of Education degree without interference with normal professional duties.

SEMESTER HOUR LOAD

During the regular nine-month academic year, a graduate student who is teaching full time will be permitted to enroll in a maximum of four semester hours of graduate courses each semester. A student may enroll during the summer term in a maximum of ten semester hours of courses restricted to graduate students.

PLANNING PROGRAM OF STUDY

Each student admitted to candidacy for the Master of Education degree will be assigned an advisory committee consisting of two members of the graduate faculty and the Director of Graduate Studies. One member will be designated as chairman of the committee. The program of study for each student will be developed in a conference between the chairman of the advisory committee and the student. The program of study thus developed will be subject to the approval of the full committee. The advisory committee will also assume responsibility for the approval of the professional research project and the administration of the final oral examination.

EXAMINATIONS

All students requesting admission to candidacy for the Master's degree (as distinguished from admission to graduate courses) must arrange to complete the Graduate Record Examination on dates to be announced by the College. Following acceptance of the professional research project and during the semester or summer term in which the requirements for the Master's degree will be completed, an oral examination will be administered by the student's advisory committee. A comprehensive written examination covering the field of specialization may be required before the Master's degree is conferred.

TEACHING EXPERIENCE

The Master of Education degree will be granted only to a person who provides evidence of a minimum of one year of successful teaching experience with at least a "satisfactory" rating assigned by the administrative officer responsible for the supervision of the instructional activities of the person. Other experience in lieu of this requirement may be accepted in unusual circumstances upon recommendation of the Graduate Council.

SCHOLARSHIP REQUIREMENTS

The College will use letter grades — A, B, C, D, E, — in graduate courses. Only credit earned in courses in which the grade received was "A", "B", or "C" will be accepted in fulfillment of the requirements for the Master's degree. Although credit will be accepted for courses in which a grade of "C" is earned, a cumulative quality point **average** of 3.00 or better (A=4 quality points; B=3 quality points; C=2 quality points; D=1 quality point) in the total number of courses for which graduate credit is granted will be required for the conferring of the Master's degree.

TRANSFER OF CREDIT

A maximum of six semester hours of credit earned at another accredited graduate school may be accepted in partial fulfillment of degree requirements with the approval of the Graduate Council; however, such credit will be accepted only (1) when earned in courses included in the curriculum which the student is pursuing at Bloomsburg State College, and (2) when a grade of "B" or better was received as verified by an official transcript.

SCHEDULE OF FEES

Matriculation Fee	\$10.00
(Payable at time of application for admission to graduate courses. Not refundable or applicable to graduate tuition.)	
Graduate Tuition Fee	\$20.00 per sem. hr.
Activities Fee (summer term only)	\$ 3.00 per three-week session
	\$ 6.00 per six-week session
Graduation and Diploma Fee	\$10.00
(Not including rental of cap, gown, and hood)	

REQUIREMENTS FOR ADMISSION TO GRADUATE COURSES

Applicants for admission to graduate courses (as distinguished from admission to candidacy for the Master of Education degree) must:

1. Hold a Bachelor's degree from a college or university accredited by the National Council for Accreditation of Teacher Education, or the Middle State Association of Colleges and Secondary Schools (or other regional accrediting association.)
2. Present transcript(s) from all colleges and universities at which undergraduate credit has been earned.
3. Have earned a cumulative 2.5 quality point **average** (A=4 quality points; B=3 quality points; C=2 quality points; D=1 quality point) in all undergraduate courses, or provide evidence of academic competency by satisfactory performance on a graduate qualifying examination to be specified by the Graduate Council.
4. Possess character and personality traits characteristic of the teaching profession.
5. Hold a valid Pennsylvania Teaching Certificate or a teaching certificate issued by the certifying agency of some other state.
6. Provide names and current addresses of two persons who are sufficiently acquainted with their academic and/or teaching competence, character, and personal traits to judge their probability of success in graduate courses.

PROCEDURE FOR ADMISSION TO GRADUATE COURSES

Persons desiring to enroll for graduate courses (as distinguished from admission to candidacy for the Master's degree) must:

1. Submit the prescribed application to the Director of Graduate Studies accompanied by the matriculation fee of \$10.00 payable to the Commonwealth of Pennsylvania.
2. Submit transcripts of all undergraduate credit earned.
3. Provide evidence of the possession of a valid Pennsylvania Teaching Certificate or a teaching certificate issued by the certifying agency of some other state.
4. Arrange for an interview with the Director of Graduate Studies on a date following the receipt by the Division of Graduate Studies of the items listed in Nos. 1, 2, and 3 above.

REQUIREMENTS FOR ADMISSION TO CANDIDACY FOR THE MASTER OF EDUCATION DEGREE

Applicants for admission to candidacy for the Master of Education degree in Business Education or the Master of Education degree in Elementary Education must:

1. Submit an official application for admission to candidacy to the Director of Graduate Studies.
2. Submit transcripts of graduate credit earned at other colleges or universities.
3. Complete successfully with a grade of "B" or better at least six semester hours of graduate courses at Bloomsburg State College.
4. Achieve a satisfactory score on the Graduate Record Examination.
5. Provide evidence of a satisfactory physical condition based on a health examination completed by a physician with a report of such examination to be submitted on a form prescribed by the College.

PROFESSIONAL RESEARCH PROJECT

The professional research project is viewed as a very important part of the Master's degree program. The project will offer the student an opportunity to engage in research of limited scope pertaining to some area in a school situation which needs study and improvement. In-service teachers may wish to select a project which is concerned with an existing problem area in the school system with which they are currently associated.

The professional research project must be approved by the chairman of the student's advisory committee, and a formal plan for the completion of the project must be submitted to, and approved by, the student's advisory committee before the project is undertaken. A final written report of the project, prepared in conformity with requirements which will be established by the Graduate Council, must be approved by the student's advisory committee with copies submitted to the office of the Division of Graduate Studies for permanent filing before credit of two semester hours will be granted.

TIME LIMIT

All requirements for the Master's degree must be completed within a six year period immediately preceding the date on which the degree is to be conferred. In very unusual circumstances, the Graduate Council may extend this period of time.

SUMMARY OF REQUIREMENTS FOR GRANTING THE MASTER OF EDUCATION DEGREE

The Master of Education degree in Business Education and the Master of Education degree in Elementary Education will be granted only upon:

1. Unqualified admission to candidacy for the degree.
2. Submission and approval of the professional research project.
3. Completion of a minimum of one year of successful teaching experience with at least a "satisfactory" rating assigned by the administrative officer responsible for the supervision of the instructional activities of the degree candidate. Other experience in lieu of this requirement may be accepted upon recommendation of the Graduate Council.
4. Completion of a graduate program of study totaling not less than 30 semester hours of credit, and including courses prescribed in the applicable curriculum and courses specified in the program of study developed by the student's advisory committee.
5. Completion of all graduate courses with a grade of "C" or better and with a total quality point **average** of 3.00 ("B") or better.
6. Satisfactory performance on a final oral examination conducted by the student's advisory committee, and, if required, a comprehensive written examination covering the field of specialization.



The laboratory approach to learning
in a fifth grade class at the Benjamin
Franklin School



A class of students using the modern
business machines available in Sutliff Hall

Graduate Curriculum

MASTER OF EDUCATION DEGREE IN BUSINESS EDUCATION

I. General Professional Education	6 sem. hrs.
A. Required	4 sem. hrs.
Ed. 501 — Major Philosophies of Education	2 s.h.
Ed. 551 — Methods and Materials of Educational Research	2 s.h.
B. Electives	2 sem. hrs.

To be selected upon advice of the faculty advisor from the following courses:

Ed. 505 — Comparative Education	2 s.h.
Ed. 531 — Education of Gifted Children	2 s.h.
Ed. 541 — Problems in Guidance and Counseling	2 s.h.
Psy. 511 — Human Growth and Development	2 s.h.
Psy. 521 — Psychological Testing	2 s.h.

II. General Education	6 sem. hrs.
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To be selected upon advice of the faculty advisor from the following courses:*

Art 501 — Functional Aesthetics	2 s.h.
Biol. 501 — Contemporary Applications of Biological Techniques	2 s.h.
Eng. 591 — Ideas of Good and Evil in Western Literature	2 s.h.
Eng. 594 — The Theory and Spirit of Comedy	2 s.h.
Eng. 595 — The Epic Tradition in Modern Literature	2 s.h.
Hist. 543 — Cultures of the Non-Western World	2 s.h.
Hist. 544 — The World Since 1945	2 s.h.
Math. 501 — Recent Changes in Mathematical Concepts	2 s.h.
Mus. 501 — Influences of the Past in Contemporary Music	2 s.h.
Phy. 501 — Contemporary Applications of Techniques in the Physical Sciences	2 s.h.
Pol. Sci. 524 — International Organization	2 s.h.

*A maximum of three semester hours in this category may be earned in "upper level" undergraduate courses open to graduate students upon advice of the faculty advisor.

III. Field of Specialization	18 sem. hrs.
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A. Specialized Professional Education	10 sem. hrs.
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1. Required	6 sem. hrs.
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Ed. 552 — Professional Research Project	2 s.h.
Bus. Ed. 561 — Foundations of Business Education	2 s.h.
Bus. Ed. 562 — Current Problems of Business Education	2 s.h.

2. Electives	4 sem. hrs.
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To be selected upon advice of the faculty advisor from the following courses:

Bus. Ed. 551 — Improvement of Instruction in Business Skill Subjects	2 s.h.
Bus. Ed. 552 — Improvement of Instruction in Basic Business Subjects	2 s.h.
Bus. Ed. 553 — Improvement of Instruction in Bookkeeping and Business Arithmetic	2 s.h.
Bus. Ed. 563 — Evaluation in Business Education	2 s.h.
Bus. Ed. 564 — Administration and Supervision of Business Education	2 s.h.

B. Specialized Subject Matter	8 sem. hrs.
1. Required	2 sem. hrs.
Econ. 531 — Current Economic Problems	2 s.h.
2. Electives	6 sem. hrs.
To be selected upon advice of the faculty advisor from the following courses:	
*Bus. Ed. 421 — Cost Accounting	3 s.h.
*Bus. Ed. 422 — Auditing Theory and Procedure	3 s.h.
*Bus. Ed. 423 — Federal Tax Accounting	3 s.h.
*Bus. Ed. 431 — Office Management	3 s.h.
*Bus. Ed. 441 — Principles of Marketing	3 s.h.
Bus. Ed. 531 — Corporation Finance	2 s.h.
Bus. Ed. 532 — Public Finance	2 s.h.
Bus. Ed. 533 — Business Statistics	2 s.h.
Bus. Ed. 534 — Principles of Insurance	2 s.h.
*Econ. 413 — Money, Banking, and Fiscal Policy	3 s.h.
*Econ. 423 — History of Economic Thought	3 s.h.
Econ. 532 — Comparative Economic Systems	2 s.h.
*Undergraduate courses open to graduate students.	

MASTER OF EDUCATION DEGREE IN ELEMENTARY EDUCATION

I. General Professional Education	6 sem. hrs.
A. Required	4 sem. hrs.
Ed. 501 — Major Philosophies of Education	2 s.h.
Ed. 551 — Methods and Materials of Educational Research	2 s.h.
B. Electives	2 sem. hrs.
To be selected upon advice of the faculty advisor from the following courses:	
Ed. 505 — Comparative Education	2 s.h.
Ed. 531 — Education of Gifted Children	2 s.h.
Ed. 541 — Problems in Guidance and Counseling	2 s.h.
Psy. 511 — Human Growth and Development	2 s.h.
Psy. 521 — Psychological Testing	2 s.h.
II. General Education	6 sem. hrs.
To be selected upon advice of the faculty advisor from the following courses:*	
Art 501 — Functional Aesthetics	2 s.h.
Biol. 501 — Contemporary Applications of Biological Techniques	2 s.h.
Bus. Ed. 501 — Survey of Business Organization and Finance	2 s.h.
Econ. 511 — Economic Problems of American Society	2 s.h.
Eng. 591 — Ideas of Good and Evil in Western Literature	2 s.h.
Eng. 594 — The Theory and Spirit of Comedy	2 s.h.
Eng. 595 — The Epic Tradition in Modern Literature	2 s.h.
Hist. 543 — Cultures of the Non-Western World	2 s.h.
Hist. 544 — The World Since 1945	2 s.h.
Math. 501 — Recent Changes in Mathematical Concepts	2 s.h.
Mus. 501 — Influences of the Past in Contemporary Music	2 s.h.
Phy. 501 — Contemporary Applications of Techniques in the Physical Sciences	2 s.h.
Pol. Sci. 524 — International Organization	2 s.h.

*A maximum of three semester hours in this category may be earned in "upper level" undergraduate courses open to graduate students upon advice of the faculty advisor.

III. Field of Specialization 18 sem. hrs.

A. Specialized Professional Education 8 to 12 sem. hrs.

1. Required 4 sem. hrs.

Ed. 552 — Professional Research Project 2 s.h.

Ed. 502 — Social Foundations of the
Elementary School 2 s.h.

2. Electives 4 to 8 sem. hrs.

To be selected upon advice of the faculty advisor from the
following courses:

Ed. 506 — Home, School and
Community Relations 2 s.h.

Ed. 525 — Trends in Early Childhood Education 2 s.h.

Ed. 542 — Guidance in the Elementary School 2 s.h.

Ed. 561 — Seminar in Elementary Education 2 to 4 s.h.

Ed. 562 — Problems in the Teaching of Reading 2 s.h.

Ed. 563 — Current Practices in Elementary
School Science 2 s.h.

Ed. 569 — Selection and Use of Audio-Visual
Materials in the Elementary School 2 s.h.

B. Area of Competency 6 to 10 sem. hrs.

A planned program of related courses in one academic subject area is required. The faculty advisor will assist the student in the selection of the "area of competency" and in the development of the program of courses. Courses are to be selected from available graduate courses in the academic subject area chosen (See Item II) and, when approved by the faculty advisor, from "upper level" undergraduate courses open to graduate students. The maximum credit which may be earned in undergraduate courses open to graduate students to fulfill "area of competency" requirements is 6 sem. hrs.



First grade pupils at work in
the campus laboratory school



An advanced accounting class in one of
the modern classrooms of Sutliff Hall

Graduate Course Descriptions

GENERAL EDUCATION

Art 501 Functional Aesthetics 2 sem. hrs.

The factors affecting the art of our society are examined with consideration given to the significance of this art for a well integrated culture and the satisfactory personal adjustment of members of society. A critical analysis of differing art forms is made along with comparisons designed to develop discriminatory judgment.

Biol. 501 Contemporary Applications of Biological Techniques 2 sem. hrs.

Consideration is given to present-day applications of biological laws governing plant and animal life with special attention devoted to the influence of drugs, hormones, and radiation on living organisms. A study is made of techniques used by today's biologists in research to determine the effects of "outer space" on plant and animal life.

Bus. Ed. 501 Survey of Business Organization and Finance 2 sem. hrs.

Types of business organizations and the methods of financing business enterprises in our society are reviewed. This course is designed for the student with limited formal education in business who is interested in acquiring a basic understanding of various aspects of business organization and finance. (Graduate students in Business Education not permitted to enroll in this course.)

Econ. 511 Economic Problems of American Society 2 sem. hrs.

Designed for the student with no formal training in economic theory, this course will afford an opportunity to gain an understanding of basic economic principles through intensive study of selected economic problems of current interest and concern to the well informed American citizen. (Graduate students in Business Education not permitted to enroll in this course.)

Eng. 591 Ideas of Good and Evil in Western Literature 2 sem. hrs.

Selected works in Western Literature that deal with the problem of good and evil are surveyed. Among those studied are the *Book of Job*, Sophocles' *Oedipus*, Plato's *Euthyphro* and *Symposium*, Montaigne's *Essays*, Shakespeare's *King Lear*, Goethe's *Faust*, Milton's *Samson Agonistes*, Balzac's *Pere Goriot*, Dostoevsky's *Brothers Karamazov*, and shorter works of Hawthorne, James, and Melville.

Eng. 594 The Theory and Spirit of Comedy 2 sem. hrs.

A variety of comedies are read, beginning with Aristophanes and early classical comedy, and running through romantic comedy, the comedy of manners, sentimental comedy, and farce. Discussion will center around the nature of comedy and laughter based upon a careful study of such critics as Aristotle, Bergson, and Meredith.

Eng. 595 The Epic Tradition in Modern Literature 2 sem. hrs.

Beginning with an analysis of the structure and spirit of a representative epic poem, an attempt will be made to show the extent to which the epic impulse has permeated certain great works of modern fiction including novels of Cervantes, Fielding, Tolstoy, Melville, Joyce, and Faulkner.

Hist. 543 Cultures of the Non-Western World 2 sem. hrs.

The Afro-Asian world is studied in the light of awakening cultures and their effect upon the world and the promotion of world understanding. The present status of these cultures will be studied with enough historical, geographic, political, and cultural background introduced to explain their development.

- Hist. 544 The World Since 1945** 2 sem. hrs.
The political and economic aspects of world problems are analyzed with particular emphasis placed on the effect of World War II upon international leadership, expansion of communism, colonialism, and foreign aid programs.
- Math. 501 Recent Changes in Mathematical Concepts** 2 sem. hrs.
Discoveries in mathematics throughout the past 100 years with implications for the present-day classroom teacher will be examined. Topics discussed will include notational systems of mathematics with their application, and the logical foundations of arithmetic and algebra.
- Mus. 501 Influences of the Past in Contemporary Music** 2 sem. hrs.
This course is designed to show musical ideas and materials of Twentieth Century composers which have evolved from the musical thinking of the past. Representative examples from Impressionism to the Quarter-tone and Twelve-tone systems will be examined.
- Phy. 501 Contemporary Applications of Techniques in the Physical Sciences** 2 sem. hrs.
For the student with limited experiences in the physical sciences, opportunities are afforded for developing an understanding of scientific principles as they are applied today in the petroleum, steel, atomic energy, electronics, space aeronautics, and chemical industries.
- Pol. Sci. 524 International Organization** 2 sem. hrs.
The theories and concepts underlying international organization will be studied with consideration given to the structure and functions, and the strengths and weaknesses of some major attempts at international organization. Specific attention will be directed to the League of Nations and the United Nations.

BUSINESS EDUCATION

- Bus. Ed. 531 Corporation Finance** 2 sem. hrs.
Problems encountered in organizing and financing operations of industrial corporations, public utilities, and railroads are examined. Special attention is given to the kinds of corporate securities used to secure both short-term and long-term capital.
- Bus. Ed. 532 Public Finance** 2 sem. hrs.
A survey of principles governing the budgeting and financing of Federal, state, and local government operations provides the basis for a detailed analysis of the effects of public expenditures, taxation, and debt management on the economy of the United States.
- Bus. Ed. 533 Business Statistics** 2 sem. hrs.
Principles applicable to and procedures used in collecting, tabulating, analyzing, presenting, and interpreting business and economic data are studied. Consideration is given to measures of central tendency, sampling, time series, correlation, and index numbers.
- Bus. Ed. 534 Principles of Insurance** 2 sem. hrs.
A study of principles applicable to and uses of various types of life, marine, casualty, and fire insurance contracts is supplemented by a consideration of basic legal concepts pertaining to insurance contracts and the responsibility of underwriters.
- Bus. Ed. 551 Improvement of Instruction in Business Skill Subjects** 2 sem. hrs.
Current practices in the teaching of shorthand, typewriting, and secretarial practice are studied with consideration given to teaching aids and evaluative devices. Up-to-date methods and techniques of instruction which have proved effective in these subject areas are carefully examined.

Bus. Ed. 552 Improvement of Instruction in**Basic Business Subjects****2 sem. hrs.**

The contribution which basic business subjects can make to the educational program of the secondary school is emphasized. Currently accepted methods and techniques of teaching such basic business subjects as General Business, Business Law, and Elementary Economics are studied with specific attention devoted to teaching aids which may be utilized to insure effective instruction.

Bus. Ed. 553 Improvement of Instruction in Bookkeeping and Business Arithmetic**2 sem. hrs.**

A study of recent developments in methods of teaching Bookkeeping and Business Arithmetic and a critical analysis of objectives serve as a basis for increasing the competence of the teacher of these subjects. Consideration is given to teaching aids designed to improve the effectiveness of classroom instruction.

Bus. Ed. 561 Foundations of Business Education**2 sem. hrs.**

A study of the historical beginnings and present status of business education serves as the basis for developing an understanding of the objectives of and the philosophies underlying present-day business education programs in the secondary school. Students are afforded the opportunity to become acquainted with professional literature and the contributions of professional organizations.

Bus. Ed. 562 Current Problems of Business Education**2 sem. hrs.**

The major problem areas in business education, as revealed in part by a critical analysis of current professional literature, are studied with a view to making the student conscious of changing concepts, philosophies, and objectives.

Bus. Ed. 563 Evaluation in Business Education**2 sem. hrs.**

The objectives of measurement in business education are examined with consideration given to the manner in which evaluative devices can be effectively used. Principles that should govern test construction, the availability and use of printed tests, and the interpretation of test results in business subjects are given attention.

Bus. Ed. 564 Administration and Supervision of Business Education**2 sem. hrs.**

A study of principles and techniques associated with educational administration serve as the basis for a consideration of administrative and supervisory responsibilities of the business education department head. Topics discussed include departmental organization, curriculum development, teacher selection, supervision and improvement of classroom teaching, classroom planning, budgeting, maintenance of records, and selection and purchase of equipment and supplies.

The following "upper level" undergraduate courses are open to graduate students. For course descriptions see the 1961-63 COLLEGE CATALOG.

Bus. Ed. 421 Cost Accounting**3 sem. hrs.****Bus. Ed. 422 Auditing Theory and Procedure****3 sem. hrs.****Bus. Ed. 423 Federal Tax Accounting****3 sem. hrs.****Bus. Ed. 431 Office Management****3 sem. hrs.****Bus. Ed. 441 Principles of Marketing****3 sem. hrs.**

ECONOMICS

Econ. 531 Current Economic Problems**2 sem. hrs.**

Selected economic problems of current interest and concern to our society are analyzed. In the study of these problems, a careful examination is made of basic economic principles and theories as well as the thinking of recognized economists of the past and present as revealed in their published works.

Econ. 532 Comparative Economic Systems 2 sem. hrs.

Comparisons are made of the forms of economic organization existing in capitalistic, socialistic, and communistic societies. Consideration is given to the objectives of each of these economic systems and the theories which have served as a basis for their development.

The following "upper level" undergraduate courses are open to graduate students. For course descriptions see the 1961-63 COLLEGE CATALOG.

Econ. 413 Money, Banking, and Fiscal Policy 3 sem. hrs.

Econ. 423 History of Economic Thought 3 sem. hrs.

EDUCATION

Ed. 501 Major Philosophies of Education 2 sem. hrs.

Modern educational problems and trends are interpreted in the light of basic philosophical viewpoints. Some basic concepts and philosophies which have influenced and are influencing modern education are examined in primary sources.

Ed. 502 Social Foundations of the Elementary School 2 sem. hrs.

The effects on the elementary school program of social class, family and community pressures, and changing patterns and standards of life in our society are studied. Basic understandings of these pressures and patterns are developed to enable the teacher to work effectively in encouraging the good and reducing the harmful impacts of social forces in relationships of children.

Ed. 505 Comparative Education 2 sem. hrs.

Educational ideas and practices of various countries of the world are examined for their impact upon our culture and education. Particular attention is given to the relationship of European educational programs to the American philosophy and practice of public education.

Ed. 506 Home, School, and Community Relations 2 sem. hrs.

An introductory course in public relations, especially slanted to elementary school, in which a partnership philosophy between home, school, and community is developed. Principles, attitudes, and techniques to encourage community sharing in the planning of and assuming responsibility for good schools are considered.

Ed. 525 Trends in Early Childhood Education 2 sem. hrs.

This course provides an opportunity to study the changing goals and the developing programs required to meet the needs of children who enter school with a greatly increased experiential background.

Ed. 531 Education of Gifted Children 2 sem. hrs.

Principles and practices which are modifying school programs to conserve and develop to the optimum degree the capabilities of the more able children are examined. A study is made of the more promising teaching techniques and devices used in both the elementary and the secondary school.

Ed. 541 Problems in Guidance and Counseling 2 sem. hrs.

Topics considered in this course include the philosophy of guidance, the history of the guidance movement, and the guidance needs of children and adolescents. Methods of gathering data, the nature of school records, the interpretation of test results and inventories, the use of occupational information and data, and interviewing and counseling techniques are studied.

Ed. 542 Guidance in the Elementary School 2 sem. hrs.

The goal of this course is to provide the teacher with an understanding of the concepts and techniques essential to the guidance process in the elementary school. Behavioral and developmental problems, and problems associated with the releasing of creative capacities of children are discussed.

Ed. 551 Methods and Materials of Educational Research 2 sem. hrs.

In this course students are introduced to research and its practical application to professional problems. The student is acquainted with the nature and types of educational research, the methods and techniques used in educational research, and the manner in which statistical data should be interpreted and evaluated.

Ed. 552 Professional Research Project 2 sem. hrs.

An opportunity is provided for the student to demonstrate his ability to employ accepted methods of educational research in the solution or intensive study of some problem area of interest or concern to him. The problem area selected for the research project must be related to the curriculum which the student is pursuing. (See Page 10 for detailed requirements.)

Ed. 561 Seminar in Elementary Education 2 to 4 sem. hrs.

The need for change in the organization and practices in elementary education to meet problems of individual differences among children is considered. Through round table discussions, field trips, and the use of consultants with varied experiences, the teacher receives realistic guidance in working toward improvement in his own school system. Prerequisite: Teaching experience.

Ed. 562 Problems in the Teaching of Reading 2 sem. hrs.

The goals of this course are to provide the student with a knowledge of trends in reading instruction and to develop competence in the use of different approaches to the solution of reading problems.

Ed. 563 Current Practices in Elementary School Science 2 sem. hrs.

Problems resulting from the increased interest of children in science and the public demand for science instruction in the elementary grades are considered. Methods and materials for nurturing these interests and for implementing science instruction, within the limits of the best interests of children, are presented and evaluated.

**Ed. 569 Selection and Use of Audio-Visual Materials
in the Elementary School**

2 sem. hrs.

A subject by subject survey of audio-visual materials available for use in the elementary school is made with consideration given to the most effective manner in which such materials may be used. In addition experience is provided in the preparation of materials for classroom use.

PSYCHOLOGY

Psy. 511 Human Growth and Development 2 sem. hrs.

The general characteristics of child and adolescent growth are reviewed with special attention given to motor and physiological, social, emotional, language, intellectual, and interest development. The influences of home, school, community, and institutional life on human development are considered.

Psy. 521 Psychological Testing 2 sem. hrs.

This course is designed to familiarize students with various psychological tests, scales, and inventories that may be used in public schools to develop educational programs and provide guidance services that will lead to satisfactory personal adjustment of students. Laboratory experiences in psychological testing will comprise a portion of the course.



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